

**BYLAWS**

**OF**

**Korean American Mental Health Association**  
**(KAMHA)**

**Effective of January 01. 2024**

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## **Chapter 1: General Provisions**

### **Article 1 (Name)**

The name of the Corporation/Association is the “Korean American Mental Health Association,” and the abbreviation is “KAMHA.”

### **Article 2 (Purpose)**

The Korean American Mental Health Association (KAMHA) is established as a nonprofit organization under the internal revenue code section 501(c)(3) to contribute to the enhancement of mental health among Korean Americans in Southern California. This overarching purpose is achieved by collaborating with mental health professionals and experts in related fields, providing education and training to both its members and the wider Korean American community, and advocating for equitable access to mental health services.

### **Article 3 (Location of Office)**

The office of KAMHA is located at 2271 W. Malvern Ave #100 Fullerton, CA 92833.

### **Article 4 (Business)**

This Association conducts the following business to achieve the purposes outlined in Article 2.

1. Educational and training activities for mental health professionals
2. Mental health education for Koreans in the community
3. Engaging with mental health professionals and key organizations in the community
4. Activities to support the promotion of mental health in the Korean American community
5. Other activities necessary to achieve the purpose of the Association

## **Chapter 2 Membership**

### **Article 5 (Types and Qualifications of Members)**

Members of this Association shall agree with the purpose of the Association and be approved by the Operating Committee. The types of members include Regular Members, Associate Members, and Special Members. The member qualifications are as follows:

1. Regular Members are those who have a master's or higher degree in a field related to mental health, or those who have maintained Associate Member status for more than three years.
2. Associate Members are students currently enrolled in a master's program majoring in a field related to mental health, or those who have a bachelor's degree in a field related to mental health and currently working in the field related to mental health.
3. Special Members are those who have contributed to this Association or the advancement of Korean mental health and are nominated by the Operating Committee.

#### **Article 6 (Obligations and Rights of Members)**

The duties and rights of members as determined by this Association are as follows:

1. All members shall comply with the bylaws and resolutions.
2. All members shall attend regular meetings.
3. Regular Members shall pay an annual fee of 50 dollars, and Associate Members shall pay an annual fee of 30 dollars.
4. All members shall adhere to the code of ethics of their respective professional fields.
5. Regular Members shall have the right to propose, vote, be eligible for election, and stand for election.
6. All members of the Association shall have the right to participate in training and education programs organized by the Association

#### **Article 7 (Loss of Membership)**

A member's qualifications shall be revoked in the following cases:

1. A member who submits a verbal or written notice of resignation.
2. A member who is expelled by a resolution of the Operating Committee.
3. A member who has not paid the annual fee for more than one year.

## **Article 8 (Restoration of Membership)**

In cases where membership is revoked under Article 7, membership may be restored with the approval of the Operating Committee.

## **Chapter 3 Officers and Organization**

### **Article 9 (Types and Number of Officers)**

The Association shall have the following officers:

1. One President
2. One Vice President
3. One Secretary-General
4. One Treasurer
5. One Clerk
6. One Chairperson per committee

### **Article 10 (Appointment of Officers)**

1. The president shall be elected by the general assembly
2. The president will appoint vice president
3. The Secretary-General, Clerk, and Treasurer shall be appointed by the President with the advice of the vice-president.
4. The Chairpersons of each committee shall be appointed by the President with consultation with officers. Each committee chairperson shall appoint the members of their committee.

### **Article 11 (Term of office for officers)**

1. The term of office for all officers shall be set at two years. The President may be re-elected based on a resolution of the board of directors, and other officers may be reappointed for an unlimited term.
2. By-elections for officers, excluding the President and Vice President, shall be decided based on the recommendations of the existing officers.
3. If the position of President becomes vacant during the term, the Vice President shall perform the duties of the President until a by-election is held (at the next general meeting). If the position of Vice President becomes

vacant during the term, the Secretary-General shall perform the duties of the Vice President.

### **Article 12 (Duties of Officers)**

1. The President represents the Association, serves as the chair of the General Assembly and operating committee, and oversees the Association's affairs.
2. The Vice President assists the President and performs the President's duties in their absence.
3. The Secretary-General oversees the administration of the Association.
4. The Treasurer manages the finances and budget of the Association.
5. The Clerk is responsible for recording minutes of meetings and managing documents.

### **Article 13 (Dismissal of Officers)**

An officer may be dismissed by a resolution of the operating committee if they damage the honor of the Association, act contrary to the objectives of the Association, or violate their duties.

### **Article 14 (Compensation for Officers)**

Officers shall not be paid any compensation for services rendered to the Association; however, they may be reimbursed for expenses necessary for performing their duties.

## **Chapter 4 General Assembly**

### **Article 15 (Composition and Functions of the General Assembly)**

The General Assembly is composed of regular members and resolves the following matters.

1. Matters concerning the election of officers
2. Matters concerning amending the bylaws
3. Matters concerning the dissolution of the non-profit corporation/Association
4. Matters concerning the disposition of basic property
5. Approval of business and performance
6. Approval of budget and settlement of accounts
7. Other matters necessary for the operation of the Association

## **Article 16 (Convening the General Assembly)**

1. The General Assembly is divided into regular and provisional meetings. The regular General Assembly is held once a year. An Extraordinary General Assembly is convened when there is a resolution by the operating committee, when the President deems it necessary, or upon the request of more than half of the members.
2. The President shall notify each Regular Member when the General Assembly convenes at least two weeks before the meeting.

## **Article 17 (Quorum for General Assembly Decisions)**

A quorum of the General Assembly shall consist of at least half or more of the Regular Members. Votes from half or more of the Regular Members in attendance shall be necessary to approve, modify, or deny agenda. However, in the case of a tie, the chairperson will make the decision.

## **Chapter 5 Board of Directors**

### **Article 18 (Composition of the Board of Directors)**

The Board of Directors consists of Ex-Officio directors and Appointed Directors.

1. Ex-officio Directors include the President, Vice President, Secretary-General, Treasurer, Clerk, and Chairpersons of each committee.
2. Appointed Directors are selected by the President with the consent of the Operating Committee. The term of Appointed Directors is two years, and they may be reappointed indefinitely with the consent of the Operating Committee.
3. Family members of current Operating Committee members shall not be Appointed Directors.

### **Article 19 (Function of the Board of Directors)**

The Board of Directors shall financially support the operation of the Association and seek ways to do so. The Board of Directors shall provide advice and cooperate with the Operating Committee on the following matters:

1. Management of budget, settlement of accounts, acquisition and disposition of assets of the Association



2. Matters concerning business plans and business execution
3. Matters delegated by the General Assembly

### **Article 20 (Convening the Board of Directors)**

1. The Board of Directors is convened by the President at least once a year. The meeting is held with the attendance of more than half of the current directors.
2. When convening the Board of Directors, each director must be notified at least two weeks before the meeting.

## **Chapter 6: Committees**

### **Article 21 (Composition of Committees)**

To facilitate smooth operation and management, the following committees shall be established:

1. Operating Committee
2. Subcommittees

### **Article 22 (Operating Committee)**

The Operating Committee consists of the President, Vice President, Secretary-General, Treasurer, Clerk, and Chairpersons of the subcommittees.

The Operating Committee shall perform the following functions:

1. Prepare and host the General Assembly
2. Implement and report on resolutions passed at the General Assembly.
3. Deliberate on membership qualifications.
4. Review and propose the bylaws to the General Assembly.
5. Deliberate and decide on various matters related to the subcommittees.
6. Collect membership fees, prepare the budget, and handle financial settlements.
7. Discuss and implement various matters related to the operation and development of the Association.

### **Article 23 (Subcommittees)**

Subcommittees shall be composed of a chairperson and committee members.

The two types of subcommittees include the following, which shall carry out their respective duties:

1. Education Committee: Responsible for planning and overseeing education aimed at enhancing the expertise of members and community education.
2. External Cooperation Committee: Responsible for publicizing the Association's activities and collaborating with related organizations and institutions.
3. Subcommittees shall operate as follows:
  - 1) Each subcommittee shall establish operational rules or work plans, execute them with the approval of the Operating Committee, and report the results at the annual General Assembly.
  - 2) Financial matters arising from the activities of each committee shall be attributed to the Association.
  - 3) Detailed operational procedures necessary for each committee shall be established and followed according to separate implementation rules.

#### **Article 24 (Special Committees)**

Special Committees may be established as needed for the business of the Association. The Operating Committee shall decide the composition and operation of such special committees.

#### **Article 25 (Minutes of Committee Meetings)**

1. Minutes shall be taken at each committee meeting.
2. The minutes should include the date and location of the meeting, the names of attending members, and the decided upon matters. These minutes must be submitted to the Operating Committee.

### **Chapter 7: Assets and Accounting**

#### **Article 26 (Classification of Assets)**

1. The assets of this Association are classified into basic assets and operational assets.
2. Assets designated and contributed as basic assets shall be treated as such, and all other assets shall be considered operational assets.

## **Article 27 (Management of Assets)**

1. Management of Basic Assets
  - 1) The approval shall be made by both Operating Committee and the General Assembly to sell, donate, lease, exchange, provide as collateral, change the use of, or when intending to assume obligations or relinquish rights related to the basic assets of the Association.
  - 2) Changes to basic assets must comply with the regulations related to amending the bylaws.
2. Management of Operational Assets: The President shall manage the operational assets of the Association, according to the management method determined by the Operating Committee.

## **Article 28 (Finance)**

The sources of funds necessary for the maintenance and operation of the Association are as follows:

1. Membership fees from members
2. Various donations and subsidies

## **Article 29 (Disposition of Surplus Funds)**

At the end of the fiscal year, any surplus funds shall be transferred to basic assets or carried over to the next fiscal year, as decided by the Board of Directors.

## **Article 30 (Fiscal Year)**

The fiscal year of the Association runs from January 1 to December 31 of each year.

## **Article 31 (Budget Preparation and Settlement)**

1. The business plan and budget proposal of the Association must be approved by the Operating Committee at least one month before the start of the fiscal year, followed by the approval of the General Assembly.
2. The business performance and settlement details of the Association must be approved by the General Assembly within one month after the end of the fiscal year.

### **Article 32 (Financial Audit)**

The Operating Committee shall elect two auditors who audit the business and accounting of the Association annually and report to the General assembly. The President must submit audit materials two weeks before the audit report date and report the audit results to the Board of Directors.

### **Article 33 (Handling of Non-budgetary Obligations and Borrowings)**

When the Association wishes to undertake non-budgetary obligations or borrow funds, it must pass a resolution by the Operating Committee.

## **Chapter 8: Supplementary Provisions**

### **Article 34 (Amendment of Bylaws)**

To amend the bylaws of the Association, a resolution must be passed with the approval of half or more of the Regular Members in attendance at the General Assembly.

### **Article 35 (Dissolution)**

To dissolve the Association, a resolution must be passed with the approval of half or more of the Regular Members in attendance at the General Assembly, and a dissolution report must be filed with the state government.

### **Article 36 (Attribution of Basic and Remaining Assets Upon Dissolution)**

Upon dissolution of the Association, the basic and remaining assets shall be attributed, as decided by the General Assembly, to the state, local government entities, or other non-profit organizations with similar mission and purposes.

## **Addenda**

### **Article 1 (Effective Date)**

This bylaw shall be effective from January 1, 2024.

### **Article 2 (Transitional Measures)**

Actions taken by initiators for the establishment of a non-profit corporation at the time of the enactment of this bylaw shall be deemed to have been carried out in accordance with this bylaw.

### **Article 3 (Founders' Signatures)**

To establish the Association, this bylaw has been drafted, and all founders shall sign as follows.